



# CONTINUOUS OPEN EXAMINATION FOR DEPARTMENT OF STATE HOSPITALS

## Program Assistant (Mental Disabilities-Safety)

[www.dsh.ca.gov](http://www.dsh.ca.gov)

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

### EXAMINATION TYPE AND POSITION LOCATIONS

This is an open examination for the Department of State Hospitals (DSH) for the following location(s):

DSH - Atascadero	DSH - Coalinga
DSH - Metropolitan	DSH - Napa
DSH - Patton	DSH - Salinas Valley
DSH - Stockton	DSH - Vacaville

State Applications (STD. 678) will not be accepted on a promotional basis. Career credits do not apply.

### HOW TO APPLY

MAIL OR HAND DELIVER BOTH, A STATE APPLICATION (STD. 678) AND TRAINING AND EXPERIENCE EXAMINATION TO:

DEPARTMENT OF STATE HOSPITALS-SACRAMENTO  
SELECTION SERVICES UNIT  
1600 9TH STREET, ROOM 121  
SACRAMENTO, CA 95814 (916) 651-8832

#### California Relay for the hearing impaired:

From a TDD Phone (800) 735-2929

From a Voice Phone (800) 735-2922

**DO NOT SUBMIT A STATE APPLICATION (STD. 678) TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES.**

**NOTE:** All State Applications (STD. 678) must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. State Application (STD. 678) received without this information will be rejected. Resumes will not be accepted in lieu of a completed State Application (STD. 678).

### EXAMINATION ELIGIBILITY LIMITATION

A candidate may be tested only once during any testing period. The testing period for this classification is once every 3 months. If you have taken an examination for this classification with the Department of State Hospitals- Atascadero, Coalinga, Metropolitan, Napa, Patton, Sacramento, Salinas Valley, Stockton, or Vacaville within the last 3 months, you are not eligible to compete in this examination.

### FINAL FILE DATE

**Continuous Testing – No Final File Date.** Testing is considered continuous as dates can be set at any time.

<b>SPECIAL TESTING ARRANGEMENTS</b>	If you have a disability and need special testing arrangements, mark "yes" on Question #2 on the State Application (STD. 678). The Selection Services Unit will contact you to make special testing arrangements.	
<b>SALARY RANGE</b>	<u>Atascadero, Coalinga, Metropolitan, Napa, Patton</u> Range R: \$6,851 - \$7,782*	<u>Salinas Valley, Stockton, Vacaville</u> Range S: \$7,197 - \$8,170*
	*Salary reflects the increase effective 7/1/2015.	
	The salaries used in the bulletin may not reflect all pay raises or any additional bonuses. You should verify the salary level(s) with the department personnel office before making any commitments.	
<b>REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION</b>	It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your State Application (STD. 678) indicates that you have <u>read</u> , <u>understood</u> , and <u>possess</u> the basic qualifications required.	
	<b>NOTE: All applicants must meet the education and/or experience requirements for this examination by the testing deadline established by the testing office.</b>	
<b>MINIMUM QUALIFICATIONS</b>	<b>Either I</b>  Two years of clinical nursing experience in the Department of Mental Health performing the duties of a class comparable in level of responsibility to that of a Supervising Registered Nurse or Unit Supervisor in a treatment program for the mentally disabled.  <b>Or II</b>  Two years of clinical experience as a psychiatric social worker, psychologist, rehabilitation therapist, or teacher in a treatment program for the mentally disabled.	
<b>SPECIAL PERSONAL CHARACTERISTICS</b>	Willingness to work at developmental centers, State hospitals, or correctional facilities contracting with the Department of Mental Health for diagnostic and treatment services; demonstrated leadership ability; understanding of the problems of developmentally or mentally disordered offenders; ability to handle stressful situations.	
<b>SPECIAL PHYSICAL CHARACTERISTICS</b>	Incumbents must possess and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, forensic clients, patients, inmates, or the public.	
<b>JOB DESCRIPTION</b>	This classification assists a Program Director, in a staff capacity, with directing the activities of a multidisciplinary treatment staff in achieving program goals and individual forensic client, patient, or inmate objectives; and with the overall responsibility for directing a residential or day training for persons with developmental or mental disorders.	
<b>EXAMINATION INFORMATION</b>	This examination will consist of a Training and Experience examination – Weighted 100%	
	<b><u><a href="#">CLICK HERE FOR THE TRAINING AND EXPERIENCE EXAMINATION.</a></u></b>	
	The examination will consist solely of a Training and Experience Examination. To obtain a position on the eligible list, a minimum score of 70% must be received. An applicant will receive his/her score upon completion of the Training and Experience Examination process.	

<b>EXAMINATION SCOPE</b>	<p><b>Knowledge of:</b></p> <ol style="list-style-type: none"><li>1. Principles and methods of health care, rehabilitation, education, and psychiatric treatment as related to the care and treatment of forensic clients, patients, or inmates.</li><li>2. Principles for maximizing the physical, cognitive, and social development of forensic clients, patients, or inmates.</li><li>3. Specific expertise related to program content.</li><li>4. Principles, procedures, and techniques of administering a multidisciplinary patient treatment program.</li><li>5. Principles and practices of personnel management and effective supervision.</li><li>6. State and Federal laws and rules pertaining to developmental center or State hospital administration.</li><li>7. Principles and practices of community organization for developmentally or mentally disabled.</li><li>8. Developmental center/hospital organization, management, and procedures.</li><li>9. Research methods and techniques.</li><li>10. Principles and methods of training treatment personnel.</li><li>11. A manager's role in equal employment opportunities.</li></ol> <p><b>Ability to:</b></p> <ol style="list-style-type: none"><li>1. Assist with the planning and coordination of a program that provides care and treatment and maximizes the development of patients.</li><li>2. Direct research projects.</li><li>3. Analyze complex problems and take appropriate action.</li><li>4. Assist with the administration of a multidisciplinary patient treatment program.</li><li>5. Integrate the program with the overall functions of the developmental center/hospital.</li><li>6. Communicate effectively.</li><li>7. Work independently in identifying the need for and developing proposed changes in program practices and procedures.</li></ol>
<b>ELIGIBLE LIST INFORMATION</b>	<p>A departmental open eligible list will be established for the Department of State Hospitals-Atascadero, Coalinga, Metropolitan, Napa, Patton, Salinas Valley, Stockton, and Vacaville. The eligible list will be used to fill vacancies at Atascadero, Coalinga, Metropolitan, Napa, Patton, Salinas Valley, Stockton, and Vacaville. Names of successful competitors are merged onto the list in order of final score, regardless of date. Eligibility expires 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period.</p>
<b>VETERANS' PREFERENCE</b>	<p>Veterans' preference will be granted in this examination.</p>

## GENERAL INFORMATION

**For an examination without a written feature** it is the competitor's responsibility to contact the Department of State Hospitals, Selection Services Unit at (916) 651-8832 three weeks after the application deadline date if she/he has not received a progress notice.

**If a competitor's notice of oral interview** or performance test fails to reach her/him prior to the day of the interview due to a verified postal error, she/he will be rescheduled upon written request.

**State Applications (STD. 678) are available** at the California Department of Human Resources, local offices of the Employment Development Department, the Department of State Hospitals, and accessible on the internet at [www.CalHR.ca.gov](http://www.CalHR.ca.gov).

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Competitors who pass will be ranked according to their scores.

**The Department of State Hospitals** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of competitors and conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Veterans' Preference:** Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**Career Credits:** In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the State Applications (STD. 678). (Section 4 of Article VII of the California Constitution is posted at the California Department of Human Resources, 1515 S Street Sacramento, CA 95811.)

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## DEPARTMENT OF STATE HOSPITALS

Selection Services Unit  
1600 9<sup>th</sup> Street, Room 121  
Sacramento, CA 95814

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.  
From TDD Phones: 1-800-735-2929  
From Voice Phones: 1-800-735-2922